



KING EDWARD VI SCHOOL

JOB DESCRIPTION – LIBRARIAN

Salary Scale/Range:	Grade 4 (9-11)
Hours:	37 hours per week, term time only
Responsible to:	Assistant Headteacher Teaching and Learning (AY 22-23)
Purpose of the Role:	To manage and oversee the Library in a way that supports the school's teaching and learning strategy.

Responsibilities:

Responsible for the Library

- Source, order, care for and check in/out books and magazines in the Library which are appropriate for the age range of students at the school and will stimulate and encourage their interest in books. Ensure non-fiction is current and accurate.
- Manage the Library budget
- Create and maintain a range of stimulating and imaginative displays in the Library and corridor making explicit links with Department/Faculty areas
- Co-ordinate and oversee the booking of the Library and Library meeting room including ICT facilities
- Oversee the use of the photocopier in the Library
- Promote the use of the Library with teaching staff

Support students' learning

- Supervise and support students working in the Library during lessons and extra-curricular times, including the lunch break
- Support learning as requested by teaching staff; assemble resources boxes, maintain and update recommended websites and other online resources signposted on the Library page of the school website

Support the Literacy Strategy

- Assist in promoting literacy in the school and support the reading scheme. Promote and encourage reading in all forms of text. Promotion of literacy and the school library using social media and up to date posts on the Library page of the school website.
- Coordinate various initiatives to raise the status of reading e.g. Readathons, Book Mastermind, book reviews, author visits and transition days for Y6

General

- Attend Subject Leader meetings
- Support School Pastoral team with short term supervision of students during lessons
- Maintain absolute confidentiality and exercise discretion with regard to staff/student information and the school's business at all times

- Maintain and archive relevant documents to record the history of the school
- Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times

Monitoring, Evaluation and Reporting

Maintain accurate and organised records for the Library book stock

Policy and practice

To carry out the duties contained within this job description in a professional and supportive manner and to work towards the agreed aims of the school. In the course of their employment, to act with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy.